

**CRS Management Inc.**

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**January 1, 2026: Happy New Year!** Once again, it's time to prepare your tax returns.

Enclosed is a pocket calendar that also works as an **auto travel log**, please use it. Business meals are deductible (50%), if during a client meeting or traveling out of town. The per mile auto deduction is **\$0.70/mile**, for all of 2025. Only Qualified Educator & some Military moving expenses are allowed. State & local tax deductions are now at \$40k. IRA deduction limits are \$7,000 + \$1,000 catch-up (50+yrs). Annual Gift Tax limit is \$19,000 per Donee.

Please gather your tax W-2 forms, 1099 interest, NEC, Misc., K, 1098 mortgage interest, Form 1095-A (Marketplace Insurance) and any other tax forms you have received and review them for accuracy. If there is a mistake, promptly contact the Issuer to make the correction.

**If you have W-2 or 1099 forms to issue, you must send these out to your contractors or employees by January 31<sup>st</sup>.** Forms 1099-MISC or NEC are issued for all services paid to attorneys and over \$600 if paid to others excluding C & S corporations. Worksheets for this information can be found on the CRS website, under "Accounting". You must collect the W-9 form info only once, unless notified of a change. **Send a copy of the completed W-9 forms and an Excel worksheet with the amount paid to each (include form W-9 or name, address & SSN/EIN), to my office by 1/15/26.**

**S Corporation & partnership returns, are due by March 15<sup>th</sup>.** I need your year-end figures soon, starting Feb 1<sup>st</sup>. Returns are prepared on a first-come, first-served basis. Those arriving late may have to go on extension, which ends September 15<sup>th</sup>. Filed S-Corp extensions save \$245+/month per partner, in late fees. Please include with your documents.

**Personal tax returns, C corporations, Estates & Trusts are due by April 15<sup>th</sup>.** Please send me your information starting Feb 10th. Your personal returns must be E-Filed, when possible, with a printed or PDF copy to you. You can also **scan & email your year-end reports to me, in 3 PDF files (Income, Deductions, Other)**, and be sure to keep the originals in your file. Please do not send monthly statements. If you bought or sold any real estate, please include a copy of the HUD-1 or Closing statement (2-3 pages-legal size), & other expenses paid. Unemployment income is taxable, but not workman's comp. Send a color photo of your state ID (front side) if it was renewed this past year (pdf or text)

Go to <http://crsmanagement.com/Tax Forms.htm> to find helpful tax forms. Ignore the year on the form, as it's only used as a worksheet. Please answer all the questions on the Tax Organizer form, then complete the rest of the form, only if you cannot send the original docs.

Copies of old tax return files in my files will be scanned then shredded, 5 years after they have been prepared (shredding **2019 & older**). Reply by 1/10 if you want your old copies.

Referrals are appreciated (and rewarded). We also provide payroll processing and sales tax filing services and filing VERY PAST DUE tax returns. Thanks for your continued loyalty.

Sincerely, *Richard Schroeder*

**Save time and money** by providing the following (originals or pdf scans-NOT photos), & email to [TAX@CRSManagement.com](mailto:TAX@CRSManagement.com)) and use the Tax Organizer (or look at last year's return) to add any additional information or to reference. Organize your PDF scans into 3 groups: a) income, b) deductions, c) other. Below are examples of the documents you may be submitting:

1. Wage statements/W-2s
2. Self-employment business income and expenses/1099-MISC, NEC
3. Commissions received/paid
4. Pension, retirement income/1099-R
5. Unemployment income/1099-G
6. Canceled Debt Amount/1099-C
7. Social Security income/SSA-1099
8. IRA year-end acct statements + current yr or date/amount you will contribute by 4/15
9. Statements on the sales of stocks or bonds/1099-B
10. Interest and dividend income /1099-INT/1099-DIV
11. Lottery or gambling winnings/losses
12. State refund amount/1099-G (usually available on-line at MyTaxIllinois.gov, etc.)
13. Income and expenses from rentals, including capital improvements (Sch E WS)
14. Alimony paid or received & dates of each of support agreement & revisions
15. Record of purchase or sale of residence
16. Form 1095 & all medical & dental expenses (if over 7.5% of your gross income)
17. Real estate and personal property taxes
18. State or local taxes paid
19. **Estimated income taxes** or foreign taxes **paid (amounts, date paid & to whom)**
20. Cash and non-cash charitable donations (receipts if over \$250)
21. Mortgage or home equity loan interest paid/1098
22. Unreimbursed employment-related expenses (mostly eliminated in 2023)
23. Job-related educational expenses.
24. Educator expenses if a K-12 teacher
25. Tuition and Education Fees/1098-T
26. Student loan interest/1098-E
27. Casualty or theft losses
28. Child care expenses and provider information
29. Forms 1095-A B and/or C Health Insurance Marketplace, etc. information
30. IRS IPIN letter if you received one (normally if a victim of tax fraud w/in last 3 yrs)
31. State 529 College Savings Plan contribution info
- If a new client to CRS, also provide (originals or copies):**
32. Social Security card(s) and date of birth(s) for each person on the tax return.
33. Current Driver's License(s)/state ID for all persons on the tax return 18+ years old
34. The last filed Federal and State tax return (and tax program files-flash drive or email).